

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 11, 2008

SUBJECT: PROPERTY DIVISION FORMS - EVIDENCE ENVELOPE, FORM 12.51.04, AND EVIDENCE ENVELOPE, FORM 12.51.05 - ACTIVATED

PURPOSE: To ensure efficiency and reduce the amount of staff time to manually hand stamp manila envelopes with "non-analyzed" evidence tags, pre-printed "non-analyzed" evidence manila envelopes have been created. This order activates the pre-printed Evidence Envelope (7.5" x 10.5"), Form 12.51.04, and Evidence Envelope (10.0" x 13"), Form 12.51.05. These envelopes shall replace the currently used stamped "non-analyzed" evidence manila envelopes.

PROCEDURE:

I. EVIDENCE ENVELOPES, FORMS 12.51.04 AND 12.51.05 - ACTIVATED. The use of the newly activated Evidence Envelope Forms does not change the current procedures for the eliminated hand stamped evidence envelopes.

A. Use of Forms. These forms are to be used to book evidentiary property not requiring any type of analysis.

B. Completion. Completion of these forms is self-explanatory.

C. Distribution.
1 - Original, to Property Division.
1 - TOTAL

FORMS AVAILABILITY: The Evidence Envelope Forms will be available for ordering from the Distribution Center, Department of General Services, in about 60 to 90 days.

AMENDMENTS: This Order adds Sections 5/12.51.04 and 5/12.51.05 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"